



## Temporary Quarters Subsistence Expense (TQSE) Election Form

Effective 26 January 1998, employees have the option of choosing between two methods for obtaining and accounting for a Temporary Quarters Subsistence Expense (TQSE). Employees must elect the option they prefer, **in writing**, **prior** to receiving an advance, **and no later than** date of travel or first day spent in temporary quarters, whichever is earlier. Your signature below indicated your choice of TQSE methods. Please indicate your choice of **either** the 45-day CONUS per diem rate method **or** the 30-day locality per diem rate method. Per diem will be calculated using the rate in effect at the **time of travel**.

\*\*\*\*\* 45-day CONUS per diem rate\*\*\*\*\*

This option, based on the current CONUS per diem rate, authorizes temporary lodging for up to 45 days with a **possible** extension of up to another 10 days when requested In Advance for reasons acceptable to NSA. The daily rates are multiplied by the number of days in temporary quarters, within each category, to arrive at the maximum authorized amount. Submission of receipts **is** required.

Authorized Travelers	Days 1-30	Days 31-45
Employee/Unaccompanied Spouse	CONUS Rate=\$99.00	CONUS Rate s. 75=\$74.25
Accompanied Spouse	CONUS Rate x. 75-74.25	\$49.50
Dependents 12 and Older	CONUS Rate x. 75=\$74.25	\$49.50
Dependents under 12	CONUS Rate x.50=49.50	\$39.60

I acknowledge that I have been briefed on my eligibility for the Temporary Quarters Subsistence Expense (TQSE) allowance in connection with my PCS. Further, I understand that once I begin TQSE (1) it may be authorized for up to 45 days once I occupy temporary quarters in proximity to my old or new duty station, (2) it will run on a consecutive calendar day basis, and (3) it will terminate when I or my dependents(s) move into permanent quarters and or acceptance of my Household Goods.

I have been advised that an extension of up to 10 additional days of TQSE MAY be possible provided the circumstances are consistent with the provisions of Joint Travel Regulations (JTR) Vol. II, Chapter 13004.b. An extension request must be made in writing to the Chief, Global Human Resource and PCS Service Center and must include sufficient supporting documentation that shows the additional time is required due to circumstances that have occurred during the initial 45-day period of temporary quarters occupancy that are beyond my control. Requests are considered on a case-by-case basis. I understand that entering into a housing contract/lease, etc., with a settlement date beyond the initial 45-day period is within my control and I would, therefore, not be entitled to a TQSE extension. If, due to unforeseen circumstances, my intended house/quarters are not ready within the 45-day period as previously agreed, I understand that I may be eligible for consideration of an extension of TQSE.

I understand that TQSE is subject to Federal, State, and Local taxes, as well as FICA (if covered by FERS) and Medicare.

I elect the 45-day CONUS itemized rate option.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PDS Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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